

**EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF THE UNITED STATES TRADE REPRESENTATIVE  
Washington, DC 20508**

August 15, 2003

**INFORMATION CIRCULAR**

5th Ministerial Conference of the World Trade Organization  
10-14 September 2003, Cancún, Mexico

This circular is intended for those persons attending the WTO Ministerial Meeting in Cancún as representatives of non-government organizations (including business, agriculture, labor, environmental, consumer, academic, citizen or other organizations). The Office of the U.S. Trade Representative, working closely with partner agencies of the U.S. government, is planning a robust program of public outreach during the Cancún WTO Ministerial. This memorandum is to update interested parties on the program of public briefings and other important information related to Cancún.

1. **Entry Requirements for Mexico.** The Government of Mexico has instituted an important new requirement for entry into Mexico that concerns most people who are participating in the Cancún Ministerial Conference. Please check the website of the Mexican Organizing Committee at [www.omc-mexico.org.mx](http://www.omc-mexico.org.mx) or the Cancún page of the WTO website at [www.wto.org](http://www.wto.org) for additional information. Most persons attending the Ministerial are required to visit a Mexican Diplomatic or Consular mission *in person* to fill out an FM3 immigration form. For those in the Washington area, the Mexican consular office is located at 2827 16<sup>th</sup> Street, NW, (202) 736-1000, and is open M-F 8:30am-11:00am. For those outside Washington, consult the nearest Mexican consular office; a list is available at [www.mexonline.com/consulate.htm](http://www.mexonline.com/consulate.htm). It is our understanding that in addition to the FM3 immigration form, Mexican consular officials will require a valid passport, 2 passport photos, a copy of your letter of accreditation from the WTO, a letter from your NGO verifying sponsorship, and a \$99 consular/migratory fee. Processing takes approximately 3 business days. For those attending the Ministerial as official advisors to the U.S. delegation, a general letter of sponsorship from USTR is available for downloading on the USTR secure website, under the WTO section. We have also sent an official letter to the Mexican Embassy (with a request that it be forwarded to all Mexican Consulates in the United States) with a list of official advisors.
2. **NGO Center.** The center of activity for U.S.-based NGOs in Cancún will be the Hotel Gran Caribe Real. This is also the principal hotel for members of U.S. trade advisory committees who are accredited as official advisors to the U.S. delegation (non-governmental advisors). If you require assistance with a reservation at the Gran Caribe, please contact USTR's Office of Security and Administrative Services immediately at (202) 395-5123. Some individuals have already

contacted USTR. Facilities available at the Gran Caribe include a briefing center, a limited number of conference rooms, and a business center.

3. **Access to the Gran Caribe.** If you are not staying at the Gran Caribe and plan to attend any events there, we strongly encourage you to allow sufficient travel time to arrive at the hotel. Security will be extremely tight, especially in the areas around the Convention Center.
4. **Public Briefings.** There will be a final pre-Cancún briefing on September 4, at 2:00 pm EDT, in Washington. The location will be provided in a subsequent circular. In Mexico, USTR will conduct a daily briefing on the status of negotiations at the Hotel Gran Caribe. The first such briefing will be on Tuesday, September 9 at 4:00 pm Cancún time (Cancún is one hour behind EDT), and is open to anyone credentialed as a U.S.-based NGO by the World Trade Organization, and to those credentialed as official advisors to the U.S. delegation. Due to space limitations, persons not holding one of these two types of credentials will not be admitted to the briefing facility. For the official list of U.S.-based NGOs accredited by the WTO, see the Cancún main page at [www.wto.org](http://www.wto.org).
5. **Teleconference Access and Webcasts.** USTR will provide a listen-only teleconference number for those not in Cancún wishing to hear the daily public briefing; dial-in information will be provided in a subsequent circular. We also plan to videotape the daily public briefing and post it to [www.ustr.gov](http://www.ustr.gov) and to other U.S. government websites.
6. **Briefings for Cleared Advisors.** USTR will conduct a confidential daily briefing for cleared members of U.S. trade advisory committees in Cancún. Information on these briefings will be sent to cleared advisors under separate cover.
7. **Message Board and Briefing Schedule.** USTR will maintain a message board at the Hotel Gran Caribe and will post daily notices of briefings and other information for accredited NGOs and for cleared advisors. In addition, a recorded message will be available daily, starting September 9, with up-to-date information on scheduled briefings and other activities. The phone number will be provided in a subsequent circular. For those that already have contact information in Mexico, it would be helpful if you would send it in an e-mail message with the subject line: "Cancún Contact Info" to [lstith@ustr.gov](mailto:lstith@ustr.gov).
8. **Non-Credentialed Persons.** USTR cannot provide any assistance to persons planning to go to Cancún who do not hold a valid credential from the World Trade Organization or a credential as an official advisor to the U.S. delegation, nor is USTR able to issue any additional credentials. We regret that we cannot provide assistance to persons who missed the NGO registration deadline or to family members who plan to travel with accredited NGO delegates. Security at all venues in Cancún will be tight, and persons not holding credentials will be barred from access to many areas.

9. **Picking Up Credentials.** Persons accredited as NGO delegates by the WTO, or as official advisors to the U.S. delegation, should pick up their credentials at the airport in Cancún. You will need to show your passport to pick up your credential. There will be a credential kiosk at the airport staffed from 6am-midnight daily, starting September 5<sup>th</sup>.
10. **Accredited NGOs.** A list of NGOs that have been accredited by the WTO to attend the Cancún Ministerial Conference is available on the Cancún Ministerial main page at [www.wto.org](http://www.wto.org). Only accredited representatives of those NGOs listed as based in “USA” (as well as those accredited as official advisors to the U.S. delegation) are eligible to attend the daily public briefing at the Gran Caribe. USTR does not have information available on where NGO delegates from other countries are staying in Cancún; those interested in making contact with other NGO delegates in Cancún should contact those organizations directly.

If you have questions, please contact Gabriel Pellathy on (202) 395-6120 or via email at [gpellathy@ustr.gov](mailto:gpellathy@ustr.gov). We are receiving an extraordinary volume of inquiries, so please read this circular, and the website of the Mexican Organizing Committee, carefully before contacting us. USTR is not able to provide any waivers with regard to Mexico’s immigration and consular requirements.